



OFFICE ORDER

As per directive of the Ministry of Human Resource Development, the Competent Authority has been pleased to order the appointment of the following Module Administrators to establish accountability for timely implementation of roll out and launch by February and March 2020 of the modules of SAMARTH ERP – the university automation system.

Sl. No.	SAMARTH MODULE	ADMINISTRATOR	DESIGNATION
1	Employee Management	Sh Debasis Dutta	Joint Registrar (Establishment)
2	Legal Case Management	Sh Hillol Mukhopadhyay	Assistant Registrar (Legal Cell)
3	Estate Management	Sh Ashok Kumar Mahato	Joint Registrar (Estate)
4	Fee Management	Sh Daibakinandan Das	Assistant Registrar (Accounts)
5	File Tracking	Sh Prasun Kanti Das	System Programmer, VBCC
6	Leave Management	Sh Prafulla Kumar Banerjee	Section Officer (E-II)
7	Vendor Bill Tracking	Sh Raj Mallick	Assistant Registrar (Accounts)
8	Research Project Management System	Dr Prashant Meshram	Joint Registrar (Academic & Research)
9	RTI Management	Sh Soumyendra Sen	Joint Registrar (Development) & CAPIO
10	Inventory Management	Sh Maloy Sutradhar	Assistant Registrar (CPS)
11	Programme Management	Dr Subhasree Sanyal	Assistant Professor, Social Work
12	Admission	Dr Sanjoy Ghosh	Joint Registrar (Accounts)
13	Payroll	Sh Daibakinandan Das	Assistant Registrar (Accounts)

The Module Administrators are requested to register their user names immediately in SAMARTH by contacting the Resident Roll Out Engineer Sh Raj Nandan Kumar (Mobile: 87440 02413) at the Computer Centre who will provide the necessary handholding support.

The Module Administrators should also attend the month-end Module Admin meetings. The inaugural Module Admin meeting over video conference will be held on Wednesday 26 February 2020 at 11 AM at the Computer Centre which all Module Administrators are requested to attend.

Sh Raj Nandan Kumar
28/2/20
Registrar (Offg.)
Visva-Bharati

REG/Notify/156/1447
20 February 2020